

1. **PURPOSE:** Communicate dates and locations for dangerous goods training to the VCU and VCU Health communities.
2. **SCOPE/APPLICABILITY:** Training is mandatory for any VCU or VCU Health employee who receipts for, prepares (packs, marks, labels) packages for shipment, or signs shipping documentation. It is illegal to ship dangerous goods without proper and current training.
  - Training focuses on International Air Transport Association (IATA) and US Department of Transportation (DOT) regulations as related to the shipment of infectious substances, dry ice, and hazardous chemicals. Examples of dangerous goods include, but are not limited to, infectious agents, biological substances, patient specimens, hazardous chemicals, genetically modified organisms or plants, and dry ice.
  - Training completion certificates are provided to those who attend the training session and successfully complete a written assessment. They are valid for two years.
3. **SCHEDULE:**

<i>Training date</i>	<i>Day</i>	<i>Location</i>	<i>Time</i>
<b>February 13, 2018</b>	Tuesday	George Ben Johnston Auditorium	9:00am – 12:00pm
<b>April 10, 2018</b>	Tuesday	George Ben Johnston Auditorium	9:00am – 12:00pm
<b>June 12, 2018</b>	Tuesday	George Ben Johnston Auditorium	9:00am – 12:00pm
<b>August 14, 2018</b>	Tuesday	George Ben Johnston Auditorium	9:00am – 12:00pm
<b>October 9, 2018</b>	Tuesday	George Ben Johnston Auditorium	9:00am – 12:00pm
<b>December 11, 2018</b>	Tuesday	George Ben Johnston Auditorium	9:00am – 12:00pm

Notes:

1. Anyone who ships dangerous goods by air must be trained and assessed every two years. To fulfill this requirement, employees may either attend the sessions outlined in the above schedule and hosted by Safety and Risk Management at no cost or may obtain training from a third party vendor. SRM recommends “re-training” occur prior to expiration of the current training completion date as requests for emergency training to meet individual shipping needs may not be able to be accommodated.
2. Please be on time as those arriving more than 10 minutes after the training session begins will NOT be permitted to take the written assessment.
3. Schedule is subject to change. Call 828-1392 in advance to confirm location and time.
4. Email Danny Munoz at [dmunoz2@vcu.edu](mailto:dmunoz2@vcu.edu) or Mike Elliott at [mtelliot@vcu.edu](mailto:mtelliot@vcu.edu) with questions.

4. **REFERENCES:**
  - a. VCU Biosafety Manual
  - b. Memorandum of Understanding and Agreement
  - c. Handling Dangerous Goods Guidelines

5. **REVISION HISTORY:**

<i>Version</i>	<i>Effective Date</i>	<i>Changes Made</i>
004	Feb 17, 2016	Changed dates for Sep and Dec sessions
005	May 4, 2016	Deleted June session and added July session
006	Dec 9, 2016	Schedule for 2017
007	Mar 3, 2017	Changed Oct and Nov dates to accommodate Fall semester classroom scheduling needs.
008	Dec 14, 2018	Schedule for 2018